

Using RSS Feeds from NETCENTS-2!

What is RSS?

RSS (which stands for “Really Simple Syndication”) provides a convenient way to distribute information in a standardized format. An RSS document, which is called a feed, will contain either a summary of content or full text from the NETCENTS-2 website.

Advantages

- RSS makes it possible for individuals to keep up with updates on the NETCENTS-2 website in an automated manner rather than checking it manually. With RSS, content is delivered to subscribers, thus eliminating the wait for updated information.
- It is not necessary to provide name, email address, or other personal information. In essence, signing up for an RSS Feed is approximately equivalent to visiting a webpage to look at content.
- The same precautions that Outlook takes to block unsafe attachments and suspicious links in email messages are also in place for RSS items.

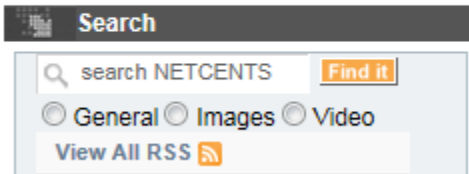
Why We Use RSS Feeds to Communicate NETCENTS-2 Information:

- Share written text, photos, and videos with customers
- Provide updates to customers when NETCENTS-2 User’s Guides are updated
- Reach current customers and potential clients quickly
- Provide a more personal connection with customers
- Post information immediately as the need arises
- Post general information about organization
- Drive traffic to the NETCENTS-2 website
- Build an image for our organization using messages, photos, and videos

How to add the NETCENTS-2 RSS Feed to your Outlook

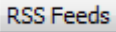

1. From the NETCENTS website, <http://www.netcents.af.mil/index.asp> select **View All RSS** from the left side of the main page.

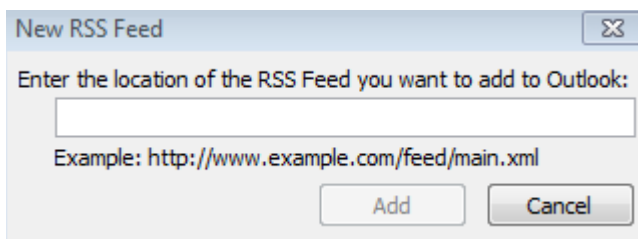
Inside NETCENTS



2. From the RSS Page the right-click on  for NETCENTS. Then select **Copy shortcut**.



3. From Outlook, click on the **File** tab at the top of the page. Click on the **Account Settings** Icon and from the menu that appears select **Account Settings** Add and Remove Accounts or Change Existing Connection settings.
4. From the Account Setting dialog box select the **RSS Feeds** tab . From that tab select **New**  and the New RSS Feed dialog box will display:



5. Right click on the box and paste the link that you copied from step 2 above. Once the link has been pasted into the box click on **Add** which will bring up the RSS Feed Options dialog box. You do not need to make any change on this box so just select **OK** which will close the box.
6. You should now see the RSS Feed on the Account Settings dialog box and you can now click the **Close** button.
7. You should then see that the **Air Force NETCENTS** Feed was added to the Outlook **RSS Feeds**.

